

176-10319

DDA 76-5206

20 October 1976

25X1A

MEMORANDUM FOR: [REDACTED]
Assistant to the DDCI

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Delegation of Procurement Authority

George:

1. With regard to the Director's expressed concerns about the number of possibilities which exist in the Agency for cash purchases in the amount of \$1,800 or more, I would point out that a limited number of delegations have been made throughout the Agency where this could occur through the use of imprest funds. These delegations have been listed on the attachment. I might hasten to add, however, that these imprest funds are subject to our normal and periodic audits not only for any shortages but also to ensure that the fund is being used for the intended purposes.

2. We also have 44 other imprest funds located in various other locations in the Agency from which cash purchases could be made and the amounts involved vary from \$5 per line item up to \$1,000 per line item. Again, these funds are audited regularly not only for any shortages but also for propriety of use.

3. You should also note that the above applies to cash purchases only and that there are other delegations of procurement authority which exist, but these can only be effected through the use of written contracts or purchase orders.

[REDACTED] 25X1A

Michael J. Malanick

Attachment

E2 IMPDET
CL BY [REDACTED]

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SECRET

Attachment to DDA 76-5206

SECRET

Procurement Authority
Delegated To:

Chief, Supply Division, OL

Chief, Small Purchases Branch,
SD/OL

Description

Per fiscal year or alterations, modifications, and repairs involving several buildings.

Low-cost common items on a quick-reaction basis.

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Open market purchases usually paid for by cashiers check.

a. Imprest fund, materials and services; nonstock items or operational emergencies.

b. Operational emergency repairs and services.

Imprest fund,
Amount - \$4,500.

Limitation of Expenditures

\$2,000

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Items having a unit cost of \$200 or less with a further limitation of \$2,500 per line item or order to a single vendor. Purchases will normally be made within the Washington Metropolitan Area. Any exceptions to the \$200 limitation must be approved by the Chief, SD/OL.

\$10,000.

\$500 per line item, \$2,500 per action.


\$200 per line item, \$2,500 per action.

No limitation.

Office of Communications

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<u>Procurement Authority Delegated To:</u>	<u>Description</u>	<u>Limitation of Expenditures</u>
Procurement Division, OL	Imprest fund, Amount - \$3,000.	No limitation.
 25X1A	Imprest fund, Amount - \$2,000.	No limitation.
Office of Training	Imprest fund, Amount - \$2,500.	No limitation.
ATS/OS	Imprest fund, Amount - \$2,000.	No limitation.
Office of Development & Engineering	Imprest fund, Amount - \$20,000.	No limitation.
DDS&T	Imprest fund, Amount - \$30,000.	No limitation.

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